

About Gateway Qualifications

At Gateway Qualifications our focus is on creating the highest levels of in-demand qualifications which are accessible to everyone enabling all learners to thrive. To do that, we want people working with us who represent and reflect the diversity of everyone in the UK. As an equal opportunity employer, we therefore encourage applications from people of all backgrounds and are committed to employment practices that promote diversity and inclusion.

Our expert teams have been supporting providers and changing futures for more than 30 years.

As an Awarding Organisation we offer a wide range of Regulated Qualifications, Apprenticeships and Access to HE Diplomas and can develop new qualifications and quality assure in-house training.

Important Information

Role Title	Chief Examiner - Apprenticeship Assessment – Subjects: Corporate Responsibility and Sustainability Practitioner, Administration Assistant, Business Administrator, Team Leader, Operations Manager, Customer Service Practitioner and Specialist
Division/Department	Awarding / Quality Assurance
Contract Type	Contract for Services (Self-Employed Contractor)
Working Hours	Variable
Location	Remote

Role Purpose

To maintain and monitor standards for a range of assessments within a qualification(s) over time.

Responsibilities and Accountabilities

The Chief Examiner, Apprenticeship Assessment – Subjects: Corporate Responsibility and Sustainability Practitioner, Administration Assistant, Business Administrator, Team Leader, Operations Manager, Customer Service Practitioner and Specialist, supports the maintenance of standards in groups of qualifications across different subjects and methods of assessment from year to year and provides support and guidance on monitoring the standards of the External Quality Assurers (EQAs).

The Chief Examiner, Apprenticeship Assessment – Subjects: Corporate Responsibility and Sustainability Practitioner, Administration Assistant, Business Administrator, Team Leader,

Operations Manager, Customer Service Practitioner and Specialist, provides leadership in a subject/curriculum area by:

Awarding

- Preparing for, presenting and participating in the awarding process, ensuring that there is comparability in the standards of awards across centres and options.
- Providing a Chief Examiner's report to support the endorsement of the grade boundaries.

Maintenance of Standards and Standard Setting

- Acting as Principal External Quality Assurer by sampling and marking at least one component of the assessment to ensure CPD is maintained and providing feedback to Gateway Qualifications staff by conducting assessment review meetings.
- Working with the Product and Assessment Leads (Apprenticeships)/Quality Assurance Manager (Apprenticeships Assessment) to produce commentary on data provided to inform MoS Meeting.
- Producing the annual confirmation of standards report on the conduct and standard of the assessment.

Monitoring Standards

- Update and maintain exemplification of standards to support centre training and standardisation sessions.
- Training, standardising and monitoring the practices of the EQAs and Centres.
- Adjudicating disputes and adjusting results if the EQA is out of tolerance with the assessor if required.
- Evaluating and confirming any escalated borderline candidates.
- Leading on and delivering the standardisation activities as requested.
- Reporting any suspicion of collusion or unfair practice or any evidence of irregularities on the part of candidates or centres to the Centre Compliance Manager / Quality Assurance Manager (Apprenticeship Assessment) in the first instance.
- Supporting investigations or adjudicating where incorrect results are found or appeals are heard that concern the specialist subject/curriculum area.
- Raising any issues with live assessments to the Product Lead (Assessment) and suggesting solutions to rectify these issues, including required changes to mark schemes following marking and internal standardisation activities.
- Reviewing escalated applications for Reasonable Adjustments.

Assessment Development and Review

- Supporting the Product Lead (Assessment) with training Writers, Reviewers and Scrutineers on assessment process requirements to maintain a comparable standard of assessments from cycle to cycle
- Chairing assessment review meetings to ensure assessments are accessible, comparable and fit for purpose and that assessments meet all requirements as per the assessment strategy, qualification specification and over time.
- Managing escalations from the Product Assessment Team relating to queries that have arisen during the assessment development process.
- Raising any unresolved queries to the Head of Product
- Approving finalised assessment materials following scrutiny.

Other

- Completing all required paperwork within timescales and as instructed.
- Supporting the Quality Assurance team in adjudicating disputes relating to Reasonable Adjustments or Special Considerations and supporting the EQA.
- Support recruitment where appropriate.
- Providing training, mentoring and coaching as required.
- Providing advice and support on all aspects of the assessment and qualification as requested.

Person Specification

(Criteria for Shortlisting and Interviewing)

Qualifications

- A suitable qualification above the level specified or equivalent up to date knowledge and experience in a similar role

Experience, Knowledge & Skills

- Assessment and QA experience in EPA/Apprenticeship Assessment – Subjects: Corporate Responsibility and Sustainability Practitioner, Administration Assistant, Business Administrator, Team Leader, Operations Manager, Customer Service Practitioner and Specialist
- Have experience of leading a team of external quality assurers, ideally in EPA/Apprenticeship Assessment – Subjects: Corporate Responsibility and Sustainability Practitioner, Administration Assistant, Business Administrator, Team Leader, Operations Manager, Customer Service Practitioner and Specialist
- Previous experience of working as a Chief Examiner or other senior suitable position.
- Experience of EPA/Apprenticeship Assessment – Subjects: Corporate Responsibility and Sustainability Practitioner, Administration Assistant, Business Administrator, Team Leader, Operations Manager, Customer Service Practitioner and Specialist assessment development and writing
- A proficient level of digital literacy; experience of using Microsoft Suite and a range of other digital tools and applications used in the AO sector.
- A proficient level of communication skills, specifically written and oral, to be able to communicate effectively with a wide range of stakeholders.
- Excellent time management skills, with the ability to prioritise and work to deadlines, to ensure efficient and effective outcomes.
- Excellent attention to detail and accuracy.
- Appropriate CPD in their specialist curriculum area.

Personal Attributes

- Ability to relate to and work in line with our Values.
- A commitment to providing excellent customer service.
- Self-motivated and the ability to work independently and on own initiative.

General Statement

All staff and the Wider Workforce are expected to create an environment of service excellence by engaging with customers from the customer's perspective and being highly motivated to deliver outstanding customer service.

All staff and Wider Workforce are expected to be aware of and comply with relevant policies, processes, and procedures of the organisation.

All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of Partnership, Integrity, Originality, and Quality.

Equipment and Support

- In order to successfully fulfil this role, you must have access to a laptop/desktop computer, a high-speed internet connection and the ability to use Microsoft applications.
- When you start working with us you will be required to attend an induction and some initial training sessions. We offer these via webinar wherever possible, but sometimes you may be required to travel to a venue.
- You will be expected to participate in annual training and commit to participation in monthly communication and update sessions.
- As part of your role, you may be required to travel to attend Recognised Centres or events. A driving licence and access to a vehicle, or access to a good public transport network, are necessary.

Working with Us

All Wider Workforce are expected to create an environment of service excellence by engaging and thinking from the customers perspective and being highly motivated to deliver outstanding customer service. You will be expected to be aware of and comply with all relevant policies, processes, and procedures of the organisation.

We are a business that is also a charity, and we all take pride in our main role of supporting our centres. It's a key part of what we do.

If you join us, you'll be joining an award-winning team who work hard every day to make a difference to the lives of learners. We have won in the following categories at the Federation of Awarding Bodies (FAB) Awards; Qualification of the year, two years in a row, Learner of the year, Individual of the year, AO/Provider Relationship of the year, Awarding Organisation of the year and Innovation of the year.

We've been through a lot of changes in the last five years, and no doubt there will be more to come as the qualification marketplace evolves, but we are a team who can embrace change and are adaptable and innovative. We also have fun too!

You can read all the information about [Gateway Qualifications on our website.](#)

Our Company Values

We believe in involving our staff in all aspects of the business. We asked them to choose our values and behaviours so that it means something. We expect everyone to demonstrate these in their everyday work when representing Gateway Qualifications. All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of:



Partnership

Working together
Supporting teamwork across the organisation
Communicating, listening, supporting, and collaborating



Integrity

Behaving ethically, with openness and honesty
Trusting and respecting each other
Taking ownership of our performance



Originality

Embracing change
Thinking creatively and innovating
Encouraging positive risk taking



Quality

Striving to do things right every time.
Taking pride in what we do
Continuously improving

Accreditations

